NON-CITIZENS IN ARS FACILITIES

Linda Seckel from the ARS Office of Homeland Security discussed maintaining records on non-citizens in ARS Facilities. These procedures were described in a January 10, 2003, memorandum issued by Dr. Knipling, Acting Administrator, to the Area Directors. All locations should have received this information from their respective Area Director.

ARS is implementing the tracking and log system as part of our efforts to regain the capability to "sponsor" non-citizen visas. These procedures address Departmental concerns that we have information on non-citizens who are working or visiting in ARS facilities quickly available.

Visitors versus Workers

The procedures made a distinction between non-citizens who are visiting ARS facilities versus non-citizens performing work in our facilities. Visitor information must be maintained in a log at the location. Workers must be entered into the tracking system which will be maintained by the ARS Office of Homeland Security.

Visitor Information Maintained in a Locally-Maintained Log

Information on non-citizens who only visit ARS facilities (for example to take tours or attend meetings) is to be kept via a log at each ARS facility. The minimum information that must be included in the non-citizen visitor log are:

> Name of Visitor
> Affiliation of Visitor (for whom does (s)he work)
> Country of Origin (Citizenship)
> Actual date(s) and time of visit (recorded after the visit)
> Person (s) hosting visitor
> Laboratories and ARS persons to be visited
> Purpose of the visit
> Remarks (as appropriate, including reason for failure to visit as scheduled)

Note: Additional requirements pertain to short-term visitors to Biosafety Level 3 facilities.

Suggestion: Information on non-citizen visitors will likely be requested by name. Areas/Locations may wish to have the capability to search their records by name.

Worker Information in a Tracking System

All non-citizens who work in ARS facilities must be tracked, regardless of the source of their visa sponsorship, their employer, or how/if they are paid.

Linda Seckel is currently collecting the information for the non-citizen tracking system utilizing the "Non-Citizen Data Sheet." The latest version of this form is dated February 2003 and is numbered ARS-230. It is a separate attachment to these call minutes.

When the tracking system is completed, it is anticipated that it will be web-based. It is uncertain if ARS Area Offices and locations will have access to their own non-citizen workers information for correction and update purposes. Unfortunately, all the data on "Non-Citizen Data Sheet", ARS-230, cannot be entered into the tracking system. Therefore, paper copies of ARS-230 must be maintained at the Area and location offices.

Summary

Non-Citizen Visitor Logs: ARS locations must maintain records on non-citizen visitors. The information must be available upon request of the Area Office and/or ARS Office of Homeland Security.

Non-Citizen Worker Information: ARS locations must complete ARS-230 and fill in all available information on their non-citizen workers. The form must be updated when the non-citizen's status changes or when additional information is available. Paper copies of ARS-230 must be maintained at the location and the Area Office.

Questions on completion of the form or suggestions on the form can be addressed to Linda Seckel, ARS Office of Homeland Security, at 301 504-4525 or by e-mail to ARS_Tracking@nps.ars.usda.gov